



Administrative Services - Area Council
August 25, 2020

PRESENT:

Luis Bonilla	√ Iris Ingram	Sophie Dao	Patrick Papetti
√ Francis Baylen	Dan Cahill	Michael Good	Valerie Wagner
Michael Dalton			

Minutes from June 30th and July 28th were postponed.

1. Fifteen hundred (1,500) surface laptops just arrived yesterday, so we just delivered those to the library and it is being unboxed and put into bags for students to pick up. Iris mentioned this would be a great help to the students who do not have laptops or computers at home to do their classwork and help with enrollment since it is still down.
2. Resetting the returned laptops (100) from last semester to factory settings for redistribution.
3. We did run out of PPE, but Nzita acquired more from going to PPE distribution office.
4. We have a staggered schedule for staff in Technical Services.
5. We have been doing the safety training every month and this month we are trying not repeating the video.
6. Iris mentioned that the President and VP's did a tour of the ITech and ITS area last Thursday,
7. Francis has mentioned that the faculty in the Humanities, Arts and Music building has been asking ITS about trying to get their equipment out before these building are closed down.
8. Iris also mentioned that since the fall semester has begun there have been a lot of students on campus wondering around trying to find things. She wanted to make sure that we have a 911-type link on the webpage where students can get help with finding contact information on staff in different departments. Francis said he would discuss with Nzita and other in his area to come up with ideas.

If you have any questions, please email me directly or you can contact Shobhana and she will let me know.

Meeting adjourned at 9:40 a.m.